

## LIBRARY DIRECTOR

**GRADE 44**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs complex professional and administrative work directing the activities of the County library system; does related work as required. Work is performed under general supervision. Supervision is exercised over all library personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing and directing library services; coordinating work with Library Board of Trustees, County Administrator and other libraries; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, directs and coordinates operations of a rapidly growing library system.
- Develops, executes and evaluates long-range plan for library operations, including capital projects.
- Develops and presents reports as needed to the Library Board.
- Develops, presents and interprets the annual operating budget to the Library Board and assists in the presentation to the Board of Supervisors.
- Manages the operating budget to ensure maintaining a balanced budget.
- Develops and proposes library policies to the Library Board.
- Promotes library via written articles, radio, television appearances and presentations to community clubs and groups.
- Implements, evaluates and reports on policies.
- Directs personnel in the performance of their duties; promotes, evaluates, hires and disciplines staff as needed.
- Works with the Friends of the Library to support fund-raising goals for library programming.
- Prepares annual reports to meet local, state and federal requirements.
- Interprets federal, state and County laws, rules and regulations for the Library Board and ensures compliance with them.
- Advocates for library funding at the local, state and federal level.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles, methods and practices of library administration and personnel management; comprehensive knowledge of library trends, services and equipment; comprehensive knowledge of community needs and interests in relation to library services; comprehensive knowledge of reader interest levels and a wide knowledge of books; comprehensive knowledge of authors, bibliographies and reference materials, cataloguing and classification plans; comprehensive knowledge of sound methods of management, supervision and training; skill in analyzing library needs, evaluating library services and developing library programs to meet the needs of patrons; ability to communicate effectively both orally and in writing; ability to develop budget estimates and prepare statistical reports and summaries; ability to establish and maintain effective working relationships with the Library Board, Board of Supervisors, community leaders, professional groups, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an ALA accredited college or university; a Master's degree in library science is preferred, as well as extensive increasingly responsible experience in a public library.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of Professional Librarian certificate issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.